

Department of Public Safety and Correctional Services
Headquarters Investigative Summary

I. Assigned Investigator: _____ Date: _____
 Inmate's Name: _____ CL #: _____
 ARP Case No.: _____

Pursuant to COMAR 12.02.28, the above-noted administrative remedy case has been assigned to you for investigation. This investigative case summary should be completed in accordance with the instructions provided in COMAR 12.02.28. All steps of the investigation must be completed. If a step is not applicable, it should be noted in the space provided. Failure to complete the case summary in accordance with the instructions will result in the case summary being returned to you for further investigation and/or proper completion. This case summary must be completed and returned to the headquarters administrative remedy coordinator no later than _____.

II. ***Investigation:***

The following information was obtained from _____,
facility coordinator at _____, on _____ during the
 investigation of the above noted administrative remedy appeal.

1. Inmate was interviewed on _____ by _____.
 Details:
2. Witnesses listed below were interviewed:
3. Employees listed below were interviewed:
4. Specific relevant documents and/or evidence reviewed (list):
5. Specific findings of fact (list):

III. ***Warden, Managing Official, or Designee's Response:***

1. The established basis of the warden, managing official, or designee's response was (summarize):

2. Concur or non-concur with the warden, managing official, or designee's response (state rationale):

IV. ***Commissioner's Draft Response*** (recommend disposition/prepare a draft response):

Signature of Investigator

Date Submitted